



Optional benefits (Cont.)

GNWT Dental Plan

- This plan is administered by Green Shield Canada. It provides premium-free (Employer Paid) dental care to employees and their eligible dependents.
- You are only responsible for the annual deductible, which is payable each fiscal year (April 1 to March 31) if you use dental services.
\$25.00 per year for single coverage
\$50.00 per year for family coverage
- Coverage for most dental services has a maximum benefit of \$1,500 per benefit year per member and each listed dependent. For orthodontics there is \$4,000 per covered person per lifetime, eligible only if ongoing treatment commenced by age 19.
- You will be eligible for coverage on the first day following 3 months of continuous active employment.
- The Dental Plan Booklet is available online at :
<https://my.hr.gov.nt.ca/employee-services/benefits>
- As a Green Shield Canada plan member, you have access to their national preferred provider vision network arrangement. A list of vision providers and vision discounts is available online at:
www.greenshield.ca

For more Information: Benefits Documentation

- To schedule your Benefits Documentation Session, contact the HR Helpdesk per contact information below to avoid potential delays in accessing benefits. Ensure you contact us within **sixty days** of your first day of remuneration.
- You will be required to provide copies of the following:
 - Birth Certificate for you and applicable dependents, including spouse/common-law spouse
 - Marriage Certificate if applicable
 - In lieu of a birth certificate, you may provide a passport copy.

Benefits related Information and Forms:

<https://my.hr.gov.nt.ca/employee-services/benefits>

<https://my.hr.gov.nt.ca/employee-services/employee-forms>

For Human Resources and Benefits information, contact the HR Helpdesk

HR Help Desk

Phone: (867) 678-6625, Toll free 1-866-475-8162, or

Email HRHelpdesk@gov.nt.ca

Please include your Employee ID on correspondence.

Hours of operation:

Mon-Fri 8:30am to 12:00 noon and 1:00pm to 5:00pm

Closed Weekends and Statutory Holidays

Welcome to the Government of the Northwest Territories

NWTTA EMPLOYEE BENEFIT INFORMATION

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2017

For full-time NWTTA employees working
more than 6 months

Inside

- Public Service Pension Plan
- Supplementary Death Benefit
- Disability Insurance
- Public Service Health Care Plan
- Dental Plan
- Benefit Documentation

Benefits

Government of Canada Pension Plan

- The plan is designed to provide eligible plan members with a pension. Please contact the Pension Center to obtain further pension information and estimates.
- The **2017** contribution rates for members participating in the plan is as follows:

Group 1 (prior to 2013) members:

9.47% of pensionable earnings up to \$55,300

11.68% of pensionable earnings over \$55,300

The Employer contributes 1.01 times the amount you pay into the pension plan.

Group 2 (post-2012) new members:

8.39% of pensionable earnings up to \$55,300

9.94% of pensionable earnings over \$55,300

The Employer contributes 1.00 times the amount you pay into the pension plan.

Supplementary Death Benefit (SDB)

- SDB is part two of your pension plan. This provides you with life insurance coverage equal to twice your annual salary rounded to the nearest \$1,000.
- The monthly SDB premium is \$0.15 per \$1,000 of insurance coverage. The SDB premium is deducted monthly. The Employer pays 4 cents per \$1,000 of coverage on your behalf.
- If you have not yet **designated a beneficiary** or if you wish to change your SDB beneficiary, please contact the pension centre directly at 1-800-561-7930 and provide your Personal Record Identifier (PRI) number which is found in HRIS Self-Service.

Pension contributions and SDB are deducted biweekly.

It is the employee's responsibility to educate themselves about the Government of Canada Pension Plan and SDB:

<https://www.canada.ca/en/treasury-board-secretariat/services/pension-plan/active-members/plan-member-responsibilities.html>

Employees submit copies of their birth certificate (or passport) including applicable dependent's birth certificates and applicable marriage certificate to the Pension Centre.

<https://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/services-pension-services/pension/cn-cu-eng.html>

Benefits

Disability Insurance (DI)

- DI is a long-term income protection benefit paid to you if you become sick or disabled and are unable to work.
- The benefit payable is 70% of your basic salary, as long as you continue to meet the criteria for medical disability determined by Sun Life.
- The waiting period is 13 weeks or the expiration of all sick leave credits, whichever is later.
- The plan may not cover health conditions that existed prior to your becoming a GNWT employee if the same condition causes an inability to work, following your hire date.
- The employee's monthly premium is \$0.2895 per \$1,000 of insured salary. The premium is deducted monthly. The Employer pays approximately \$1.6405 per \$1,000 of a plan member's insured salary.
- If you think you may need to utilize this benefit, contact a Benefit Specialist at HRHelpdesk@gov.nt.ca ASAP.
- Disability Insurance booklet online: <https://my.hr.gov.nt.ca/employee-services/benefits>

Public Service Health Care Plan (PSHCP)

- PSHCP is insured through Sun Life Assurance Co. of Canada, and covers many expenses not covered under the NWT HEALTH CARE PLAN*.
- Under the Extended Health Provision, the Plan provides 80% reimbursement for most expenses.
- Refer to the PSHCP Directive for a complete list of eligible expenses, their maximums, list of required prescriptions for certain reimbursements, restrictions and other important information. The Directive is available online at: <https://my.hr.gov.nt.ca/employee-services/benefits> and click PSHCP Directives.

*** THE NWT HEALTH CARE PLAN is not an employment benefit. This plan is administered by the Department of Health & Social Services. For enrolment or information call Toll Free 1-800-661-0830.**

Benefits

- PSHCP also provides a Hospital Benefit available in three (3) levels. In each level, Sun Life reimburses the employee customary and reasonable expenses incurred if, during a hospital stay, you upgrade from a bed in a ward to a semi-private or private room. Hospital Benefit provides for a maximum coverage of
Level 1 - \$60 per day,
Level 2 - \$140 per day,
Level 3 - \$220 per day
- The level of Hospital Benefit you choose is the only part of PSHCP that affects the premium deducted from your pay. The 2017 monthly premium rates for the three levels are as follows:

Monthly Premiums:	Level 1	Level 2	Level 3
Employee - Single	0	\$1.10	\$ 5.31
Employee - Family	0	\$3.53	\$10.34

- If you apply for coverage:
Within 60 days of eligibility, coverage will take effect the 1st of the month following our receipt of your application in our office.
For example: if your first day of remuneration begins in July, your application is received in August, your applicable premium begins in August, and coverage begins on September 1st.
After your initial 60 days of eligibility, coverage will take effect the 1st of the 4th month following our receipt of your application in our office.
For example: if your first day of remuneration begins in July, your application is received in October, your applicable premium begins in January, and coverage begins in February 1st.
- After your PSHCP application is submitted to your Benefits Officer; it is mandatory that new plan members complete Positive Enrolment on the Sun Life website before any claims are to be processed and to **receive a benefit card** from Sun Life. www.sunlife.ca/pshcp or toll free at 1-888-757-7427
- Positive Enrolment Instructions can be found online: <https://my.hr.gov.nt.ca/employee-services/benefits>



Additional Information (cont.)

Medical Travel:

- Medical travel (including travel for dental purposes) is available to you and your eligible dependents if you meet the following three criteria:
 - 1) Non-elective medical service to the nearest place where adequate treatment is available
 - 2) From any NWT community with expenses not to exceed the cost from the employee's NWT residence.
 - 3) A qualifying medical practitioner (physician, nurse, dentist) must request for medical travel via Stanton Medical Travel (or Green Shield Canada for dental service).
- When your medical travel has been pre-approved from Stanton Medical Travel (or Green Shield Canada), Benefits Officers will help you with your travel arrangements. To contact your Benefits Officer contact the HR Helpdesk.
- Employees should read their Terms of Employment, NWTTA Collective Agreement (Article 14).

Employee Family Assistance Program (EFAP)

- **EFAP** is a voluntary and confidential program supported by your Employer designed to help employees and their eligible dependents with personal and work related programs. The service is free.
- The GNWT EFAP provider is Shepelle FGI and accessed in the following ways: www.workhealthlife.com, 1-844-880-9142 English, or 1-844-880-9143 French.
- Further information is contained in the EFAP Booklet available on the Department of Finance website: <https://my.hr.gov.nt.ca/employee-services/efap>

For more Information:

Benefits Documentation

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NWTTA EMPLOYEE BENEFIT INFORMATION

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2017

For full-time NWTTA employees working more than 6 months

Inside

- Payroll Information
- Charitable Deductions
- Leave
- HRIS Self Service (PeopleSoft)
- Medical Travel
- Employee Assistance Program
- Benefits Documentation

Payroll Information:

Pay:

- Teachers are paid an annual salary based on the academic year in accordance with verified qualifications and teaching experience. Part-time teachers will be paid in accordance with verified qualification and teaching experience.
- Teachers are paid on a bi-weekly pay system for 26 pay periods, and paid one week after the pay period cut off.
- Annual Salary is calculated on the basis of a teacher working 195 days over a ten month period. The 195 days include:
 - Five Professional Improvement days.
 - Up to 2.5 days which the superintendent may designate for Administrative days, In-service training or Parent-Teacher days.
- Pay cheques are directly deposited to your bank account and your pay cheque can be viewed online in HRIS
- Review pay cheques on the Tuesday before each payday to monitor your own pay cheques. If there is ever a problem, notify the HR Helpdesk immediately.
- You can view your pay advice in HRIS Self-Service: <https://my.hr.gov.nt.ca/employee-services/pay/view-your-pay-advice>

Deductions:

- Pension and union dues are deducted from each pay.
- Insurances (SDB, DI, and PSHCP) are deducted monthly.
- Statutory deductions for Employment Insurance (EI), Canada Pension Plan (CPP), Federal Tax and Payroll Tax (2% of your gross earnings) are deducted from each pay.
- Maximum Employment Insurance (EI) deduction for 2017 is \$836.19. EI is deducted at the rate of 1.63% of insurable earnings until the year's maximum is reached.
- Maximum Canada Pension Plan (CPP) deduction for 2017 is \$2,564.10. CPP is deducted at the rate of 4.95% of earnings until the year's maximum is reached.

Additional Information:

Teacher Allowances:

- As per the NWTTA collective agreement Article A4, the GNWT provides allowances for teachers in addition to basic salary for administrative and supervisory duties they must perform. For example:

Grade and Subject Coordinator's Allowance	\$2145
Language Allowance	\$5949
Teacher Consultant's Allowance	\$5185
Direction of Student Teacher Allowance	\$162
Mentoring Allowance	\$1294
Professional Allowance	\$1000

Northern Allowance

- This is an allowance paid to all GNWT employees to help with the higher cost of living in the North.
- You will receive this allowance biweekly at an hourly rate for each hour you receive pay. This is not paid for periods of overtime or leave without pay.
- Northern Allowance is based upon the community you work in and is outlined on your job offer.
- Rates are also available in the NWTTA Collective Agreement: www.hr.gov.nt.ca/handbooks-agreements

NWTTA Union Dues

- Union Dues are payable by all employees under the NWTTA Collective Agreement at a rate of 1.4% on all salary, overtime and some allowances. It is not payable on Northern Allowance.
- Deductions are processed on all pays.
- The NWTTA Collective Agreement is available online at: www.hr.gov.nt.ca/handbooks-agreements
- To obtain a membership card and voting rights please contact the union head office at www.nwtta.nt.ca

United Way Payroll Deduction Program:

- A United Way campaign is held in November. This program gives you the opportunity to donate, by payroll deduction, to the United Way of Yellowknife and/or to a charity of your choice from an established list. Information about enrolment is circulated to employees in October of each year. <https://my.hr.gov.nt.ca/employee-services/pay/united-way>

Leave Credits:

- Each full-time employee will be advanced 15 days of **Sick Leave** at the start of the academic year. The advancement of credits will be prorated for employees who do not work the full academic year.
- **Special Leave** is earned at the rate of 0.5 day per month for every month you receive 10 days' pay. If you receive less than 10 days' pay in a month, you will earn half the credit, 0.25 day, in that month.
- For more information on leave entitlements, other types of leave, please refer to your NWTTA Collective Agreement.
- Additional information on leave entitlements, other types of leave and how to apply for leave, please review the Human Resource Manual, Section 800, at www.hr.gov.nt.ca/resources/human-resource-manual

Extended Leave:

- Refer to your NWTTA collective agreement for information on leave such as Maternity, Parental, Sick, Deferred, etc.
- For more information on leave without pay over six days and processing of extended leave, contact a Benefits Specialist at HRhelpdesk@gov.nt.ca.

HRIS Self-Service ("PeopleSoft")

- Human Resource Information System (HRIS) known as "PeopleSoft" produces your pay cheques, holds your employment record, and keeps track of your leave entitlements.
- Employees are required to verify and monitor their own information regularly, enter their own leave, update personal information such as addresses, and make changes to their direct deposit information in HRIS. Employees can also view their benefit enrollments and benefit numbers at any time.
- HRIS instructions are available online at: <https://my.hr.gov.nt.ca/employee-services/new-employee-information>